

# Chairo Christian School

ABN 12 451 824 370

CHAIRO PARENT GOVERNED CHRISTIAN EDUCATION LTD. ACN 659 952 299

## POSITION DESCRIPTION

### ~ Instrumental Music Tutor ~

|                       |                                            |
|-----------------------|--------------------------------------------|
| <b>Title</b>          | Instrumental Music Tutor                   |
| <b>Appointed by</b>   | The Executive Principal                    |
| <b>Responsible to</b> | Campus Principal through the Head of Music |

## RESPONSIBILITIES AND DUTIES

### Overview

The Instrumental Music Tutor is responsible for the continued growth of the Instrumental program in their instrument/s area.

The position reports directly to the Head of Music and is accountable to the Campus Principal.

The incumbent must display a high level of organizational and communication skills, exceptional industry related skills, be highly self-motivated and create a charismatic and enjoyable teaching environment for the students. The position will also require flexibility with hours and the ability to work cooperatively within a large team.

The incumbent is expected to maintain a technical knowledge at the high end of their field of instrumental education and to carry out work in a competent, effective and efficient manner.

## General Expectations

### Teamwork within the Organisation

As a team player in this organisation the staff member will use their professional knowledge to assist in further developing and maintaining a workplace for staff that:

- a. Is founded on the person of Jesus Christ and honours Him in all that we do.
- b. Reflects a community in which Christian love and concern are woven into the task of learning and teamwork.
- c. Be an active Christian who regularly and frequently attends a Christian church or fellowship and in addition be prepared to uphold the school's values and be supportive of, in agreement with, and willing to adhere to the Constitution of the Company.
- d. You will be required to ensure that you:
  - Model a lifestyle that reflects Christian practice and beliefs in your everyday work.
  - Work positively towards the success of School activities and traditions.
  - Help maintain a positive and enthusiastic work environment.
  - Support the ethos that the School requires in its campuses.
  - Are aware of your membership in the Christian community and respect and support the directions of the School through the leadership of the Board and Principal.

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- Participate in Performance Management processes to continue developing skills.
- Ensure your knowledge and skills are current and that your work contributes to the learning and spiritual needs of the students.

#### Provide an example to all by:

- Building cooperative and supportive relationships with the Board, Principal, teachers, support staff, students and parents.
- Promoting equity of access and receptivity to ideas.
- Always acting in the best interests of the School, the Association and its ethos.
- Modelling the use of appropriate and proper channels of communication.

#### SPECIFIC AREAS OF RESPONSIBILITY

The Music Tutor is responsible for:

##### Sessional Instrumental tutoring

- Teach private music students on an individual or group lesson basis
- Under the direction of the Head of Music teach relevant curriculum
- Where practical, develop and maintain a minimum quota of teaching sessions per week as set by the Head of Music from time to time
- Demonstrate and retention continued growth in the music program
- Offer flexible teaching methods to suit individual student needs
- Complete semester reports using the School reporting system and maintain regular communication with parents
- Support and encourage students to participate in the band program.
- Maintain daily attendance records and supply a copy to the Head of Music and payroll at the end of each teaching day
- Provide make up lessons for students that have given adequate or allow credit as directed
- If to claim payment for a lesson, searching for a junior student in the School if, without notice, they have not attended in the first 5 minutes.
- Attend Music Festivals, Music Celebrations and Soirees as requested by the Head of Music
- In consultation with the Head of Music purchase through the school system repertoire and music, photocopying as required up to date with legal requirements APRA & AMCOS.
- Attend professional development courses as requested by the Head of Music
- Prepare students successfully for AMEB and other exams
- Notify the department immediately if illness etc results in absence from School
- Ensure students encounter a positive, pleasurable and motivational teaching environment
- Perform/demonstrate primary instrument as requested by the Head of Music
- Coordinate the entry of students in Eisteddfods, competitions and festivals
- Record and maintain a current inventory
- Manage student timetables as required
- Maintain professional knowledge and undertake any professional development that may

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enhance the program

- Report and assessment on all private students
- Arrange performance opportunities for students in the program
- Liaise with parents and the wider community

#### Direct Ensembles

- Conduct direct and rehearse ensemble/s as required
- Provide performance opportunities for the ensemble/s
- Arrange music as required for a variety of instruments and standards
- Ensemble performances at school functions as requested by the Head of Music
- Enter the ensemble in Eisteddfods, Competitions and festivals through the Music Department
- Attend annual Performing Arts Concert
- Ensure that the ensemble performs at an acceptable standard at all times.
- Assist with music camp, presentation nights and school production as required and where reasonably able
- Instigate and facilitate ensembles as required
- Coordinate, direct and create ensembles to facilitate instrumental program.
- Maintain open channels of communication on all key issues involving the program with the Head of Music
- In consultation with the Head of Music assist and conduct the end of semester concerts.
- Purchase through the school system repertoire and music, photocopying as required up to date with legal requirements APRA & AMCOS.

#### Classroom Lessons

- Assist and support the classroom teacher with implementing the music curriculum as established by the School.
- Deliver the curriculum in a variety of group and instrument sizes as directed.
- Support students in the early stages of learning on their given instrument.
- Encourage students to progress their musical learning beyond the classroom program as ability appropriate.
- Attend performances as required and where reasonably able.
- Provide semester-based progress reports on brass students to the Head of Music if required

#### Child Safety Responsibilities

All staff members are required to be familiar with the contents of our Child Safety and Wellbeing Policy and with their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the school's Child Protection Officers.

#### Child Safety specific experience, qualifications and attributes

- Display a high level of integrity and trust
- Ability to role model the school's values

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- Experience in working with children
- An understanding of appropriate behaviours when working with children.

## Standards of Performance

Performance will be measured using the Areas of Responsibility and will be determined against evidence of the following particular standards.

- Achievement in relation to the duties outlined in the Position Responsibilities (above);
- Contribution towards the development of distinctively Christ-centred workplace culture;
- Maintaining appropriate confidentiality and professionalism in carrying out the role;
- Upholding the dignity of the position.

An annual Pathways process will be conducted to facilitate feedback, professional development and guide training opportunities.

## Required Skills, experience and capacity

- Holds current industry-based qualifications or equivalent.
- Has extensive industry experience and specialist techniques at a professional performance level.
- Is an accomplished performing musician.
- Demonstrates strong administrative skills.
- Possesses extensive knowledge of repertoire on their primary teaching instrument from beginner level to AMusA.
- Has broad technology skills relevant to the industry.
- Pursues further or ongoing education to demonstrate academic excellence.
- Holds a formal performance qualification.
- Has other relevant industry-related qualifications.
- Makes sound decisions independently.
- Shows initiative and takes proactive action.
- Organises work efficiently and manages time well.
- Maintains high attention to detail.
- Communicates clearly and persuasively.
- Builds trust through credibility and professionalism.
- Works effectively in teams and contributes to team development.
- Handles confidential information with discretion.
- Demonstrates empathy and emotional intelligence.
- Applies analytical and lateral thinking to solve problems.
- Thinks critically and interprets data accurately.
- Adapts to changing environments and priorities.
- Presents themselves professionally and personally.
- Is dedicated and energetic in their approach.
- Manages multiple tasks efficiently.
- Is flexible with work practices and hours.